



# Town of Simsbury

Office of Community Planning and Development - Zoning Commission Application

DATE: \_\_\_\_\_ FEE: \$ \_\_\_\_\_ CK #: \_\_\_\_\_ APP #: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

NAME OF OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

NAME OF AGENT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ LOT AREA: \_\_\_\_\_ SQ FT/ACRES

Does this site have wetlands? ☐ YES ☐ NO Have you applied for a wetlands permit? ☐ YES ☐ NO

**REQUESTED ACTION (PLEASE CHECK APPROPRIATE BOX):**

- ☐ **ZONE CHANGE:** The applicant hereby requests that said premises be changed from zone \_\_\_\_\_ to zone \_\_\_\_\_.
- ☐ **TEXT AMENDMENT:** Please attach proposed changes, including Articles and Sections, and purposes.
- ☐ **SPECIAL EXCEPTION:** The applicant hereby requests a public hearing pursuant to Article \_\_\_\_\_, Section \_\_\_\_\_.
- ☐ **SITE PLAN APPROVAL:** The applicant hereby requests  
☐ PRELIMINARY ☐ FINAL ☐ SITE PLAN AMENDMENT pursuant to Article 5, Section J
- ☐ **SIGN PERMIT**
- ☐ **OTHER (PLEASE EXPLAIN):** \_\_\_\_\_

*NOTE: Each application must fully comply with the requirements of the Zoning Regulations prior to receipt by the Commission. **Each application for zone change and/or special exception shall include a list of names and addresses of abutting property owners and all property owners within 100 feet of the subject site.***

A check payable to the Town of Simsbury must accompany this **signed and dated** application. **Six (6) complete (folded) sets of plans and eleven (11) copies of the completed application and correspondence** must also be included. If you have a PDF of your plans, we would appreciate a copy of that sent to [cvibert@simsbury-ct.gov](mailto:cvibert@simsbury-ct.gov), as well.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date

Telephone (860) 658-3245  
Facsimile (860) 658-3205

[www.simsbury-ct.gov](http://www.simsbury-ct.gov)

933 Hopmeadow Street  
Simsbury, CT 06070

## **NOTICE**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO SUBMIT COPIES OF APPLICATIONS TO THE FOLLOWING AGENCIES FOR REVIEW:**

### **WATER POLLUTION CONTROL AUTHORITY**

Drake Hill Road  
Simsbury, CT 06070

Telephone: 860-658-1380

### **SIMSBURY FIRE MARSHAL**

Attention: Kevin Kowalski  
871 Hopmeadow Street  
Simsbury, CT 06070

Telephone: 860-658-1971

### **FARMINGTON VALLEY HEALTH DISTRICT**

95 River Road, Suite C  
Canton, CT 06019

Telephone: 860-352-2333

**ZONING AMENDMENT NUMBER**  
**Approved at Public Hearing on August 3, 1988**

**Purpose:** The purpose of the amendment is to require that a sign be posted to give public notice prior to a public hearing on an application to develop a site.

Amend Article Eleven "Administration"

Add New: Letter E

E. Public Information Notice Sign

Whenever an application filed with the Zoning Commission requires a public hearing, the Applicant shall display a Public Information sign on the site giving notice that an application is pending before the Zoning Commission. The sign shall be in a manner and form as prescribed by the Commission and be provided by the Commission to the Applicant. It shall be displayed in a highly visible place at each location in the site where the property line abuts a public or private street or at a visible location nearest the site. It shall be the responsibility of the Applicant to insure that the signs remain on the display for a period of fifteen (15) days prior to the public hearing and are to be removed within seven (7) days following the close of the public hearing. The Applicant, at the public hearing, shall supply the Commission with an affidavit certifying that the Public Information Notice sign has been placed for the period specified.

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Amend Article Twelve "Board of Appeals"

Letter C – Add Number 3

Add New: Article Twelve "C Procedure"  
New Number 3

3. Public Information Notice Sign

Whenever an application filed with the Zoning Board of Appeals requires a public hearing, the Applicant shall display a Public Information sign on the site giving notice that an application is pending before the Zoning Board of Appeals. The sign shall be in a manner and form as prescribed by the Commission and be provided by the Commission to the Applicant. It shall be displayed in a highly visible place at each location in the site where the property line abuts a public or private street or at a visible location nearest the site. It shall be the responsibility of the Applicant to insure that the signs remain on display for a period of fifteen (15) days prior to the public hearing and are to be removed within seven (7) days following the close of the public hearing. The Applicant, at the public hearing, shall supply the Commission with an affidavit certifying that the Public Information Notice sign has been placed for the period specified.

## **NOTICE TO APPLICANTS**

This **AFFIDAVIT** is required for all applications requiring a **PUBLIC HEARING**.

**NOTE: PUBLIC HEARING SIGNS MUST BE POSTED ON THE SUBJECT PROPERTY AT LEAST 15 DAYS PRIOR TO THE PUBLIC HEARING DATE.**

**THIS FORM (SIGNED AND NOTARIZED) MUST BE PRESENTED AT THE PUBLIC HEARING.**

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### **AFFIDAVIT**

(STATE OF CONNECTICUT)

Ss:

(COUNTY OF HARTFORD)

I, \_\_\_\_\_ of \_\_\_\_\_  
(Applicant) (City, State)

Being duly sworn, make oath and say that I have maintained sign(s) as required by the Simsbury Zoning Regulations, stating that a Land Use Application is pending for the following property:

\_\_\_\_\_  
(Location of Property)

DATE: \_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Type or Print Name of Applicant)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public)

My Commission Expires on \_\_\_\_\_

## Appendix C: Application and Review Procedure

In order to facilitate the review and approval process, minimize delay, misunderstanding and therefore cost, all applicants are urged to use the following recommended procedure:

### **Step 1: Contact the Town of Simsbury Community Development and Planning Department for discussion and explanation of the process.**

For new construction or significant renovations, the process begins with a review of the proposal between the property owner, developer or architect and the Town's professional staff. These early discussions are as critical as any in the design review process to save time and expense since the various applicable regulations and guidelines can be explained more fully as they apply to a specific property before any design plans are finalized.

### **Step 2: Schedule an Informal Review with the Simsbury Design Review Board.**

As the proposal begins to take shape, ask the Community Development and Planning Department to place the proposal on the Design Review Board's Agenda. The goal during such an informal review is to ensure that the proposal meets all of the Town's design guidelines and concerns before completing the more substantial design documentation and drawings required for a formal application.

Informal Presentation Materials required:

- Building and/or sign schematic site plan
- Building and/or sign schematic elevations or perspective sketches
- Photographs of the site from principal vantage points showing existing buildings, natural features, and vegetation
- Material samples and product literature (e.g. paint colors, lighting fixtures, furniture, roofing, siding, etc.
- The Design Review Board may make specific design recommendations for a subsequent meeting, or may waive (if shown sufficient information) the formal review and forward a recommendation directly to the Planning and/or Zoning Commissions

### Step 3: Schedule a Formal Review with the Design Review Board.

Prepare a brief written design concept statement for submittal to the Design Review Board that identifies the significant site features, supports the reasoning behind the architecture and site plan proposed, and explains how and why the site features are incorporated into the project design. Request to be placed on the Design Review Board agenda.

#### Formal Presentation Materials required:

- Site photographs from principal vantage points including: \*
  - Existing buildings on and adjacent to site
  - Natural land features (e.g. topography, ledge outcropping, water course, etc.)
  - Mature vegetation
- Signage plan and elevations drawn to scale including: \*
  - Site location including property lines and street lines
  - Landscape plan
  - Lettering/graphic design
  - Sign board materials and support details
  - Lighting fixture information if applicable
  - Color samples
- Site design to scale including:
  - Buildings in plan
  - Natural land features - existing to remain and proposed – and contours
  - Parking and circulation plans including:
    - Location and number of parking spaces
    - Pedestrian and vehicular circulation system
  - Landscape design including:
    - Locations of existing to remain and proposed
    - Species
    - Size
    - Quantities
  - Site lighting design including:
    - Parking and circulation locations
    - Fixture style, height, and surface color
    - Lighting source (e.g. metal halide, fluorescent, etc.)

## Appendix C: Application and Review Procedure

- Miscellaneous site structures including:
  - Trash containers or storage enclosures locations
  - Mechanical or electrical equipment
  - Furniture, art, etc. manufacturer's information
- Architectural design to scale including:
  - Building exterior elevations
  - Accessory structures (e.g. canopies, screens, walls, etc.)
- Material samples including:
  - Roofing
  - Siding and texture
  - Actual colors, not photographic copies.

**Note:**

\* Indicates presentation requirements for sign plan applications. Site plan applications require all items.

Following discussions and comments, the Design Review Board will make one of four motions in referring the application to the Planning and/or Zoning Boards:

- Accept the application as presented.
- Accept with modifications as noted.
- Recommend not accepting the application for specific reasons and request that the application be revised and resubmitted.
- Take no action pending further discussion or resubmission.

### **Step 4: Submit a formal application for Land Use Commission review.**

Complete, submit, and pay the formal application fee to the Community Development and Planning Department for placement on the agenda of a subsequent meeting of the Inland Wetlands, Planning and/or Zoning Commissions, and Simsbury Historic District Commission as applicable. Confer with the Town's professional staff for specific requirements for review presentation materials, procedures, and application deadlines.

### **Step 5: Submit approved documentation to the Building Department for a construction permit.**

Completed construction documentation submitted to the Building Department will be checked for conformance with applicable codes and regulations. Certain technical items may require review by other town departments such as the Fire Department, Department of Public Works, Conservation Commission, and the Water Pollution Control Authority.

### Special Application and Review Procedure for Signs

In evaluating each application, whether formal or informal, the Design Review Board will consider, at a minimum, the following points:

1. **Sign Message.** The Town does not regulate a sign's message. However, simple signs with the name of the business and street number are strongly encouraged. Symbols, logos, or illustrations should be legible without clutter.
2. **Sign Color.** The Town does not regulate colors, but recommends selecting colors to complement either the body or trim of the structure served. No more than three colors should be used; generally a dark color for background, a contrasting color for lettering, and a third color for emphasis (i.e. borders, motifs, shadowing).
3. **Material.** Natural materials such as stone, metal and wood for the sign and its support(s) are favored because they tend to complement most building construction materials and architecture styles. Likewise, painted or stained finishes tend to compliment most buildings better than plastic surfaces. Mass-produced product "trademark" signs are not recommended because they detract from the historic nature of the Town.
4. **Size.** The Town's zoning regulations set maximum size and height for signs. Special standards apply to the Town Center as summarized in the sidebar on page 108. When reviewing sign size, the Design Review Board will consider a sign's purpose and location from the primary vantage point. There are five basic styles of sign:

A **Freestanding Sign** is a primary sign at the main/street entrance. Contains business name and street number. The maximum recommended area is a function of the distance from the street line as follows:

- 10 square feet if located within 10 feet
- 16 square feet if located 11-20 feet
- 24 square feet if located between 21-30 feet
- 32 square feet if located more than 30 feet
- Maximum height of sign: 7 feet
- Maximum height of support posts: 9 feet

A **Projecting Sign** is a primary sign that is hung off of building perpendicularly. Contains business name and street number. Maximum area: 10 square feet. Maximum distance projected from building: 5 feet. Minimum height from ground: 10 feet to the bottom of the sign.

A **Wall Sign** can be the primary sign containing name and number or a secondary sign with more detailed information such as business hours. Affixed to building close to entrance. Maximum area: the lesser of 8 square feet or 15% of the area of the wall (including doors and windows) to which it is affixed.

A **Window Sign** states the name of the business. Maximum area: 30% of the glass area of the building front. Lighting: None, backlit by the businesses internal lighting.

A **Directional Sign** is used only when necessary. Marks entrance and directs vehicular traffic. Maximum area: 3 square feet.

5. **Lighting / Landscaping.** An exterior light source is recommended (internally-lit signs are prohibited by Zoning regulations). The light should be natural, soft light directed towards the sign with no spill-over. High-intensity lighting is discouraged. The light source should be concealed using plantings (for Freestanding signs) or by incorporation into the sign structure.





The *Simsbury Center Code* provides special sign standards for the Town Center, including allowed sign types, permitted frontages and Common Sign Plan requirements. For projects in the Town Center, the *Simsbury Center Code* supercedes sign requirements in the citywide zoning regulations.

### Unified Sign Plan

For buildings with more than one occupant, a Unified Sign Plan/Common Sign Plan is required. The site should have an identifier sign that is generally freestanding and located at the main entrance. Signs for each occupant may be placed on the building and may contain logos and other information unique to each occupant. However, the basic design of these signs should be coordinated with each other and with the main sign at the building entrance. Directory signs can be located in convenient locations close to the building(s) but should not be used as the primary sign at the main entrance.

### Sign Documentation

When making presentations to the Design Review Board, the presenter should begin with a brief overview of the scope of work. The Board requests sufficient presentation materials to be able to fully understand the design intent. For informal reviews that would include, but not limited to, the following:

- A sketch of the sign drawn to scale and location on the site
- Samples of all proposed materials, colors, etc.
- Literature about, or pictures of, the proposed lighting fixtures and support

For formal presentations, the presenter should bring all of the aforementioned materials and other materials including, but not limited to, the following:

- A site plan showing the sign(s) location
- A sign elevation drawing done to scale
- Proposed sign content drawn to scale and using the intended lettering style.

TOWN OF SIMSBURY  
LAND USE and BUILDING DEPARTMENT  
FEE SCHEDULE

**Adopted by the Board of Selectmen 6/25/90, Revised 2/25/13 Effective 3/11/13.**

The Simsbury Planning Commission, Zoning Commission, Zoning Board of Appeals, Conservation Commission/Inland Wetlands and Watercourses Agency shall charge the following fees for processing applications in connection with matters administered by said Commission, Board or Agency or their staff:

**Planning Commission.**

- A. Application for subdivision approval, including resubdivision: \$310 for each subdivision lot.
- B. Application for change in subdivision regulations: \$195
- C. Application for change in plan of development: \$195
- D. Application of modification of any prior approval: \$195
- E. Subdivision regulations: \$15 per paper copy.
- F. State Land Use Fee: \$60 for all applications.
- G. Outside consultant fee(s), if applicable. See Town Code § 85-6.1.
- H. Cost of placing legal advertisements and/or cost of required mailings to abutting property owners if required. \$50

**Zoning Commission.**

- A. Application for site plan approval:
  - (1) Residential use: \$50 per unit or a minimum fee of \$200, whichever is greater.
  - (2) Business use, site plan: \$20 each acre or any portion thereof, plus \$20 for each 1,000 square feet of structure shown on the plan or any portion thereof or a minimum fee of \$280, whichever is greater.
  - (3) Business use other than initial site plan: \$20 for each 1,000 square feet of structure or any portion thereof in excess of the square feet shown on the initial approval plan; minimum fee of \$200.
  - (4) Industrial use: the same as business use in Subsection A (2) and (3) above.
- B. Application for any Special Exception or Special Permit: \$180.
- C. Application of zone change: \$15 per acre or a minimum fee of \$580, whichever is greater.
- D. Application for change in zoning regulations: \$180.
- E. Application for modification of any prior approval, including sign approvals: \$180. Staff approvals: \$100.
- F. Zoning Regulations: Simsbury Center Code (FBC): \$25. Town Zoning Regulations: \$15
- G. Zoning Map: \$10 per color copy.
- H. Sign Permit: \$2 per square foot of sign area.
- I. Certificate of Zoning Compliance: \$25
- J. State Land Use Fee: \$60 all applications

- K. Outside consultant fee(s), if applicable. See Town Code §85-6.1.
- L. Cost of placing legal advertisements and/or cost of required mailings to abutting property owners if required. \$50

### **Zoning Board of Appeals.**

The Simsbury Zoning Board of Appeals shall charge a fee of \$130 for each individual request for variance, an appeal of a decision of the Zoning Enforcement Officer or an application for motor vehicle use location approval, if applicable per CGS.

- A. Annual subscription service for zoning board of appeals: \$15 per year or part thereof for agendas and \$15 per year or part thereof for minutes. Required fee for U.S. Postal Service mailing service.
- B. State Land Use Fee: \$60 all applications
- C. Outside consultant fee(s), if applicable. See § 85-6.1 of Town Code.
- D. Cost of placing legal advertisements and/or cost of required mailings to abutting property owners if required. \$50

### **Conservation Commission – Inland Wetlands and Watercourses Agency.**

The Simsbury Conservation Commission – Inland Wetlands and Watercourses Agency shall charge the following fees for processing applications in connection with matters administered by said Commission or staff:

- A. Private residential lot or residential short-form buffer area, administrative approval by the Conservation Officer: \$130
- B. Private residential lot with public hearing: \$180.
- C. Agricultural uses: \$50 per acre or portion thereof or \$230 whichever is more.
- D. Industrial/commercial/business uses: \$450
- E. Subdivisions: \$60 per lot or \$380 for a minimum 3 lot subdivision, whichever is greater.
- F. Other reviews not listed above: \$155.
- G. Map amendment application: \$230.
- H. Inland wetlands and watercourses regulations: \$15 per paper copy.
- I. State Land Use Fee: \$60 all applications
- J. Outside consultant fee(s), if applicable. See Town Code §85-6.1.
- K. Cost of placing legal advertisements and/or cost of required mailings to abutting property owners if required. \$50

**After the Fact Permit Application fees:** The fee for any permit required or sought after the fact (that is for which the activity has already been initiated or completed prior to seeking the required permit(s)), shall be three times the fee(s) required herein. These fees shall be in addition to any fine(s) as may be properly imposed by the ZEO or Hearing Officer or Court .

**Building Department:** The Building Department fee is hereby established at \$14.26 per \$1,000 of valuation